

ALICE PARK TRUST SUB-COMMITTEE

Minutes of the Meeting held

Friday 6th June 2025, 11.00 am

Councillor Deborah Collins
Councillor Oli Henman
Councillor Saskia Heijltjes
Councillor Samantha Kelly
Councillor Joanna Wright
Mary LaTrobe-Bateman
Bryan Johnson

- Bath and North East Somerset Council
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- Co-opted Member
- Co-opted Member

1 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and attendees introduced themselves.

2 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer advised of the Emergency Evacuation Procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTION

There were no apologies for absence or substitutions.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was no urgent business.

6 ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS

There were no items from the public.

7 MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting of 21 March 2025 be confirmed as a correct record for signing by the Chair.

8 FINANCE UPDATE

The Director of Place Manager introduced the report as follows in the absence of the Senior Finance Manager, Paul Webb:

1. Each year the Alice Park Trust accounts were required to be independently examined and submitted to the Charity Commission. This process would not happen until later in the calendar year and as such it was important that a draft position be submitted to the Sub-Committee in timely manner.
2. The expected 2024/25 financial position for the Trust was as follows:
 - £45,751 expenditure
 - £24,574 income
 - Resulting in an operating deficit of £21,177
3. Key items to note:
 - The deficit was larger than 2023/24 (£17,659), but in line with the previous 4 financial years.
 - There were two key reasons for the increased deficit:
 - One-off investment in bollards for health and safety reasons (£3,413)
 - Ward Empowerment Fund income not transferred to the Trust for internal reasons (£222). This would show in the 2025/26 accounts instead (essentially acting as a small 2025/26 windfall).
4. There were 3 other financial updates/requests for the Sub-Committee:
 - Note that the single member decision required to formalise the new grant funding arrangement was still to be finalised. This will be prioritised before the next Sub-Committee meeting.
 - A reminder to continue to update the google-docs spreadsheet with upcoming events to allow the Finance Team to produce a forecast events income figure for the year at the next Sub-Committee meeting. The Chair to re-send the link to Paul Webb and Chelsea Sartain and ensure editing rights so the file can be updated when payments had been received.
 - A 2025/26 financial forecast would be presented at the next Sub-Committee meeting.

The Sub-Committee recorded thanks to Paul Webb and Chelsea Sartain for the report and monitoring the financial position of the Trust throughout the year.

The Sub-Committee also recorded thanks to all those involved in the installation of the bollards which had made a positive difference to the users of Alice Park.

The Alice Park Trust Sub-Committee **RESOLVED** to note the draft financial position outlined in the report.

9 ALICE PARK PLAY AREA PROJECT UPDATE

The Chair reported that there had been a lot of work on progressing the project and works were due to start on 7 July for 5 weeks.

Bryan Johnson gave a further update that:

1. The benches and table tennis equipment could be retained during the works.
2. The site compound would be located near the boules area.
3. Although the summer holidays were not an ideal time, the park would still be in use and users would see that improvements were being carried out.
4. He would be available to observe the works.

The Sub-Committee made the following additional comments:

1. It would be useful to have an observation area, as well as a plan of the finished works.
2. Cllr Oli Henman to liaise with the Council's PR team with a view to publicising the works.
3. There needed to be signposting to advise users that the path was not accessible during the works.
4. The Sub-Committee welcomed an official opening with the appropriate Council representatives being invited.

In response to a question about the procurement process for securing future works to the play area, the Sub-Committee was advised that members could look at a proposal but not procure further works. It also noted that standing orders for procurement would be changing from 1 July so direct awards would be allowed for up to £150k but any larger amount would need to go to tender.

The Chair advised that a local resident had contacted her about fundraising for future improvements and it was agreed that JW and BJ would meet her to discuss the details and feedback to the Sub-Committee.

10 **ALICE PARK PUBLIC CONVENIENCES UPDATE**

The Operations Manager gave an update as follows:

1. There had been some repairs and maintenance issues over the last 3 months including a door not opening due to vandalism and a leak in one of the toilets. In terms of maintenance, the gutters had been cleared.
2. Usage was up and down and there was no consistent pattern.
3. Cleaning was carried out twice a day and there were random spot checks.

In response to questions, the Sub-Committee was advised:

1. Problems were identified by cleaners and usually resolved within 48 hours.
2. Any problems could be reported directly to the Operations Manager, Ian Valentine.

The Chair suggested that it would be useful to provide signage from the Alice Park Trust Sub-Committee to remind users that there was a cost to the Trust in providing the conveniences.

11 **EVENTS UPDATE**

The Chair reported that she was keeping a log of events with Google Docs and this was working well.

In relation to future events, it was noted that there would be a Youth Music Festival on 13 July and that this would coincide with works to the play area.

She questioned whether fees and charges needed to increase in line with the Council's charges and the Director of Place undertook to confirm.

12 **FLAG POLE AND FLAGS**

The Chair advised that Bryan Johnson had previously been in contact with St Mark's School PTA and that the PTA had agreed to fund the printing of flags with a view to

students taking responsibility for flying them at Alice Park. Bryan confirmed that he had not pursued this due to the play area works, but he would be in contact with St Mark's School PTA to pick this up again now that the play area works had been confirmed.

13 **JUNIOR PARK RUN**

The Chair reported that there had been a request to use Alice Park as a venue for a junior park run and following advice from the Council's Head of Community and Compliance, she had informed the requestee of the requirements for a defibrillator and a start-up fee at of £4k, which was standard for all Park Run events.

She had not received any further response, but it was noted that organisers may expect to store equipment in the park. She undertook to update the Sub-Committee if there was any follow up to the request.

14 **ELECTRIC VEHICLE CHARGING POINT AT ALICE PARK**

The Chair reported a request from a resident of one of the Alice Park cottages to supply an electric vehicle charging point in Alice Park car park.

The Director of Place advised against residents installing a charging point on land belonging to the Trust but confirmed that Alice Park was on the list of sites identified for a charging point to be installed during 2026/27 as part of the Council led programme. In view of this, it was agreed that there was no need to pursue a separate application.

15 **BEE KEEPING REQUEST**

The Chair reported that she had received a request from a local beekeeper to keep bees in Alice Park.

The Sub-Committee raised the following comments:

1. There were concerns around safety both for park users and for the bees. It would be difficult to secure an area where the bees would not be disturbed.
2. The park was originally gifted as a place that children could play and keeping bees fell outside of that objective.
3. There was support for attracting bees to the park using pollinating plants.

RESOLVED that the resident be advised that Alice Park was not a suitable location for keeping bees.

16 **ANY OTHER BUSINESS**

Additional Cycle Stands

Cllr Saskia Heijltjes asked if it was possible to provide additional cycle stands at Alice Park and the Director of Place undertook to raise this with the appropriate officer. He also undertook to look into whether the Trust could apply to a charity that

provides cycle stands.

Defibrillator

Mary LaTrobe Bateman reported back on her research into installing a defibrillator at Alice Park.

1. British Heart Foundation provided defibrillators at the cost of £2k. There were grants available to cover the costs, but there would be an extra charge of a few hundred pounds to ensure the defibrillators could be adapted for children.
2. A condition of the grant was that it would need to be available to the public at all times. The café proprietor had offered to keep the defibrillator in the café, but this would not fit the requirement.
3. She would be meeting with the nursery owner to discuss, but it was unlikely to be an option to install the defibrillator at the nursery.

The Chair advised that there was £1k left in the ward empowerment fund for the Lambridge Councillors and it was suggested that this could be used to fund the additional costs associated with the defibrillator such as pads.

The Sub-Committee noted that it was an option for the defibrillator to be installed near the public conveniences as there was an electricity supply.

The Director of Place undertook to check if there was a Council strategy relating to the provision of defibrillators, and if not, Mary LaTrobe Bateman would pursue obtaining a defibrillator from the British Heart Foundation to be located close to the public conveniences.

Skatepark

The Chair reported feedback from skaters that there was an issue with the skatepark, and the Director of Place undertook to look into whether this was being actioned.

Sycamore Gap Seedling

The Chair reported that:

1. Following an application process, a seedling had been awarded by the National Trust to Alice Park to celebrate children in care.
2. Children in care had voted to name the seedling “Tree of Care”
3. The tree would be planted on 21 February to coincide with National Care Day. Sponsorship was being sought to pay for an event to provide food/drink and activities for the children attending and she was looking for suggestions for an appropriate person to plant the tree.
4. A suitable location had been identified for the tree.

Broken Fence

In response to a complaint about a broken fence which allowed a dog to escape, the Director of Place asked for details so he could direct to the appropriate officer.

17 EXCLUSION OF PRESS AND PUBLIC

The Sub-Committee having been satisfied that the public interest would be better

served by not disclosing relevant information, in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972, RESOLVED that the public be excluded from the meeting for the following item(s) of business and the reporting of the meeting be prevented under Section 100A(5A), because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended.

18 **TEA CHALET LEASE UPDATE**

RESOLVED that the update be noted.

The meeting ended at 12.30 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services